Getting Started

Logging in
1. Go to https://app.calstates4.com/csuchico
2. Click the Community Partner Log In button

Welcome to CalStateS4 for CSU Chico

Welcome to S4 at California State University, Chico!
S4 is the gateway to field placements for Social Work students.
Please login with your portal ID
Questions? Contact Nicole Davis nmdavis@csuchico.edu
3. Provide your log in information. Click the “Request new password” link if you have forgotten your password.

4. Click on “View/Manage Students” to see all current and previous interns.
5. Click the placement number link to access a student’s placement page

6. Form names start with the person assigned to complete them. At this time students are responsible for completing all forms. Agency Field Instructors are responsible for reviewing and signing.
7. Once a form is completed, you can view it from the same page by clicking on “View Submission”

8. Student forms require 3-4 signatures
   a. Student
   b. Main site staff (on-site agency field instructor or task supervisor)
   c. Secondary signature (task supervisor or off-site agency field instructor) *some students may not have a secondary signer*
   d. Faculty Field Liaison
9. Once the student has completed and submitted a form an automatic email will be sent to the main site staff and the secondary signer prompting them to click a link in order to review and sign the form.

Hello Nicole Davis,
SWRK Student has completed their Student Learning Contract. It is now ready for you to review and sign.

To sign this form [click here]

10. Once you are viewing the form, you can look in the upper right of the page to see which signatures have been submitted (in green) and which signatures are still needed (in red).

11. Review the form and then click the **Signature 1** link and scroll to the bottom to electronically sign and submit.

If you have any problems navigating S4, please contact Nicole Davis

nmdavis@csuchico.edu